



## **Cooperative Education Program**

**Type of Appointment:** Temporary

**Work Schedule:** Full-time

**Contact Information:** Co-op Program Manager, 703-907-2867

### **About DIA**

The Defense Intelligence Agency is a Department of Defense combat support agency and important member of the United States Intelligence Community. With over 15,000 military and civilian employees worldwide, DIA is a major producer and manager of foreign military intelligence. We provide military intelligence to warfighters, defense policymakers, and force planners in the Department of Defense and the Intelligence Community, in support of U.S. military planning and operations and weapon systems acquisition.

### **Cooperative Education Program**

DIA's Cooperative Education (Co-op) Program provides a select number of talented undergraduate and graduate students the opportunity to gain valuable work experience in combination with their academic studies. This is an excellent opportunity for students seeking to serve their country to participate in the critical work of the Agency through an extended work period.

Co-ops are often selected from academic institutions with recognized co-op programs, though not exclusively. You must be eligible to work one or two 26-week periods during your academic career. You will be considered a full-time, temporary employee, with a work schedule based on your school calendar. You'll be provided with increasingly challenging assignments that are commensurate with your academic training and ability to assume additional responsibilities.

### **Eligibility Criteria**

- Current enrollment in a baccalaureate or graduate degree program critical to the Agency's mission such as foreign area studies, intelligence studies, international relations, political science, geography, computer science, business administration, human resources, chemistry, physics, biology, microbiology, pharmacology, toxicology, and engineering.

- Completion of a minimum of 60 undergraduate semester hours or its equivalent at time of employment.
- A minimum cumulative grade point average of 3.0 or higher on a 4.0 scale or its equivalent at time of application.
- U.S. citizenship of applicant and all immediate family members. Applicants with dual citizenship will not be eligible for employment with DIA. All DIA employees are subject counterintelligence-scope polygraph tests and drug tests.
- The security clearance processing and drug screening test can not be conducted while you are overseas. Do not apply for the program if you are studying abroad within 6-9 months prior to the co-op.

## **Compensation**

As a co-op, you will be appointed at the pay band 1 or 2 level with the equivalent salary to the GG-05 through GG-09 depending upon number of credit hours completed and relevant work experience.

Due to the duration of the program, you are eligible for paid Federal holidays, annual and sick leave. However, you will not receive health benefits since this is a temporary appointment.

## **Application Procedures**

In the online application you will be required to address the following:

- List your desired work location: Washington, DC; Charlottesville, VA; Baltimore, MD; Huntsville, AL; Norfolk, VA; Tampa, FL, Omaha, NE; Colorado Springs, CO; Scott AFB, IL; Honolulu, HI; and Miami, FL metropolitan areas.
- Discuss your interest in a particular functional area such as, foreign area studies, international relations with concentration in a specific geographic region, political science, geography, computer science, business administration, accounting, finance, human resources, chemistry, physics, biology, microbiology, pharmacology, toxicology, and engineering.
- Attach an unofficial college transcript at the time of application. Finalists will be provided instructions for the submission of their official transcripts.
- Tell us how you learned about the Co-op Program.

## **Application Process**

Visit [www.dia.mil](http://www.dia.mil), click vacancies & employment, click view vacancy announcements and apply for DIA jobs, and then click no when you are asked if you are a current DIA employee. Click the link to view job postings, place a check-mark next to Special Programs and then click search. Click Co-op Program. To apply for the program, add it to your job basket, then view the job basket and click apply.

For additional information regarding the co-op program call 703-907-2867. Visit our website at [www.dia.mil](http://www.dia.mil) for additional information about DIA.

DIA is an equal opportunity employer. All candidates will be considered without regard to non-merit factors, such as race, color, religion, sex, national origin, age, marital status, handicap, or sexual orientation. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous service may apply.

DIA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed above. The decision to grant reasonable accommodations will be made on a case-by-case basis. Identification of reasonable accommodations needs should be made as early as possible so that necessary accommodations are available by the time of arrival.

### **FAQs for the DIA Cooperative Education Program**

***Q: What academic disciplines or areas of study is the Agency seeking?***

A: The DIA Cooperative Education (Co-op) Program is seeking majors in international affairs, foreign area studies, political science, computer science, business administration, human resources, public administration, chemistry, physics, biology, microbiology, pharmacology, toxicology, engineering, or other relevant degrees..

***Q: How many co-op positions does DIA offer?***

A: There are 40 available positions for each cooperative work cycle.

***Q: Once I am notified that I have been selected as a co-op participant, what is the next step?***

A: DIA's Central Processing Services (CPS) will request you to complete pre-employment documents which include the SF-86 questionnaire for the security background investigation. We will also request our vendor to contact you for a drug screening test and counterintelligence polygraph.

***Q: How long will it take to get a security clearance?***

A: It varies depending on your particular background and the volume of clearances being processed. In general, if you have significant foreign travel, and/or foreign relatives or contacts, the clearance can be rather lengthy – up to six months or more to receive a full clearance. Sometimes DIA can issue an interim clearance while awaiting results of the full background investigation based on a personal interview with Central Processing Services. Individuals with limited or no overseas travel, who have not moved around much and who have no foreign relatives or contacts can usually receive a determination within three months.

***Q: I have dual citizenship with another country. What are my chances of getting a security clearance?***

A: Dual citizens cannot be granted clearances. Individuals would have to renounce citizenship in the other country, relinquish passports, etc. before DIA could proceed with

the security clearance process. The window of time between the conditional selection process for the co-op program and the start of the program may not allow sufficient time for this process to occur.

***Q: I plan to study abroad for all or part of the academic year. Is that a problem?***

A: Yes. While the experience of living abroad is of value to DIA, it is impossible to complete the security background investigation and the necessary drug screening test when someone is overseas. If you are studying or working abroad anytime in the six to nine months preceding the semester in which you wish to co-op, please do not submit your application. Please apply for a subsequent term.

***Q: What assistance will DIA provide in locating housing?***

A: Locating housing is the responsibility of the co-op participant. DIA will provide a housing information resource list that may be of assistance to you.

***Q: What type of work will I do?***

A: Co-op work assignments are based on entry-level professional job descriptions and will involve a great deal of independent work under the guidance of a senior-level supervisor and mentor.

***Q: What hours will I work?***

A: The workday at DIA is 8 ½ hours (½ hour uncompensated for lunch). DIA offers flexible work schedules with supervisory approval.

***Q: How is my pay determined?***

A: As a co-op, you will be appointed at the pay band 1 or 2 level with the equivalent salary to the GG-05 through GG-09 depending upon number of credit hours completed and relevant work experience.

***Q: Is my work location accessible by public transportation?***

A: Yes, the locations in the Pentagon and in the Clarendon area of Arlington, VA are directly accessible by metro. The locations in the Defense Intelligence Analysis Center (DIAC) on Bolling Air Force Base are accessible via a DIA-provided shuttle bus from the Anacostia and L'Enfant Metro stations.

***Q: Is there parking available?***

A: Parking is limited in Clarendon so Metro is recommended. Parking is available, although limited at the DIAC and particularly at the Pentagon. You will need a copy of your vehicle registration and proof of insurance to apply for a parking permit.

***Q: What will my first few days be like?***

A: You are asked to report between 8:00 and 8:30 to the Defense Intelligence Analysis Center (DIAC) on Bolling Air Force Base. Specific instructions and directions will be in your final offer letter. Wait in the lobby for a representative from Human Resources to escort you to the "in-processing" location, where you will participate in a five-day New Hire Orientation. Your first day will consist mainly of meeting other students and new

employees, welcome to the agency, completion of the necessary new hire and security paperwork, orientation briefings, issuance of security badge and other administrative tasks.

***Q: What is the dress code for the agency?***

A: In general, the dress for civilians at the agency is conservative business attire – shirts and ties for men and appropriate dress, skirt and blouse, or pant suit for women. Some offices are more informal than others and allow polo shirts on a routine basis. Others have a “casual Friday”. Men will need a suit and women a tailored dress or suit for meetings and making presentations.

***Q: What is the role of my mentor?***

A: Your mentor has volunteered to assist you with in-processing logistics and throughout your co-op work assignment. Your mentor is available to orient you to your specific office and the Agency, provide guidance on how to perform your specific work duties and generally answer questions you may have.

***Q: I am interested in permanent employment at DIA. Does DIA make offers of permanent employment to co-op participants?***

A: Based on its hiring needs, DIA will consider successful co-op participants for permanent hire. Your supervisor will be asked to evaluate your work performance and suitability for permanent employment.